

COUNCIL OF INTERNATIONAL FELLOWSHIP

Provides professional human services' development and training through intercultural exchange



Guideline for Grants

This guideline describes the criteria and procedures, related to **Grants**.

As interest can no longer be used for grants, it is proposed that a maximum is set in the yearly budget which will be approved by the BD.

Grants

Grants are based on the individual circumstances of a person, regardless from the country.

All applications should come through and be endorsed by the National Branch or Contact Person where it exists.

The grants provided by CIF International are to cover Conference fee and possibly for travel if this is within the budget.

The **criteria** are as follows:

1. Generally only one grant per country will be given per year.
2. There is no limit to how often someone can receive a grant provided all criteria are met.
3. The candidate has to justify her/his financial need for this grant which has to be beyond doubt.
4. The candidate should have a history of involvement within the National Branch and must give a written commitment to be active also in the future. Candidates of countries without a National Branch and/or Contact Person must be seen as having the commitment to become the official CIF Contact Person in her/his country. The further goal and commitment should be to start a National Branch and to work towards this goal. Grants are given by preference to people attending as President or their representative and to contact persons or someone who is recommended by the contact person. If money is left, other individuals can be considered, if they can give a written commitment to be active also in the future.
5. The selected grantees must attend the BD Meeting and Conference (if there is one) and its relevant meetings from the beginning to the end (must not leave early and/or arrive late).
6. Grantees are required to take out travel insurance. If they are unable to attend, the grant must be refunded to the Treasurer of CIF International.

7. The grantees must send a short report to the Executive Committee (EC) on the Conference within 5 weeks after the Conference. These reports may be published.

Procedure:

The National Branches or the Contact Persons (for those candidates without a National Branch) must recommend the candidates for the grants.

The recommendation must be made in writing to the EC.

The BD delegated the final decision regarding the selection of grantees to the EC.

The EC will make the final decision regarding the award of grants and inform the BD of the results.

The EC will inform the applicant of the outcome as soon as possible.

BD Utrecht August 2016
Updated proposal EC, June 2017